

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

750 - TEXAS HEALTH STEPS AND MEDICAL TRANSPORTATION DIVISION-MEDICAL TRANSPORTATION

1.1	4647	MEDICAL TRANSPORTATION PROGRAM HEALTH CARE PROVIDER STATEMENT OF MEDICAL NEED, FORM 3113	3	3	C		P		
1.1.002	4118	AUDITS	AC+3	AC+3	O		P		AC=ALL AUDIT QUESTIONS HAVE BEEN RESOLVED
1.1.004	5621	LEGISLATIVE APPROPRIATION REQUESTS	AC+6	AC+6	O	A	P		
1.1.006	4609	COMPLAINT FILE	AC+2	AC+2	O		P		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	5659	ADMINISTRATIVE CORRESPONDENCE	3	3	O	R	P	X	INCLUDES RESPONSES TO LEGISLATIVE INQUIRIES
1.1.008	4120	GENERAL CORRESPONDENCE	1	1	O		O		PAPER, ELECTRONIC
1.1.025	5640	RULES, POLICIES AND PROCEDURES	US+3	US+3	O		P	X	
1.1.055	5660	STATE PLAN AMENDMENTS	AC+6	AC+6	O		P		
1.1.057	5649	TRANSITORY INFORMATION	AC	AC	O		O		PAPER, ELECTRONIC; AC=PURPOSE OF RECORD HAS BEEN SERVED
3.1.001	5637	APPLICATIONS FOR EMPLOYMENT - NOT HIRED	2	2	O		P		CONTAINS CONFIDENTIAL DATA
3.1.014	5654	EMPLOYMENT SELECTION NOTES	2	2	O		P	X	CONTAINS CONFIDENTIAL DATA
3.1.019	5653	PERFORMANCE JOURNALS	2	2	O		P		CONTAINS CONFIDENTIAL DATA
3.1.023	5658	POSITION JOB DESCRIPTIONS	US+4	US+4	O		P	X	
3.4.007	5645	TIME OFF AND SICK LEAVE REQUESTS	FE+3	FE+3	O		O		PAPER, ELECTRONIC
4.5.005	5650	EXTERNAL FISCAL REPORTS	FE+3	FE+3	O		P		
4.5.006	5646	OPERATING BUDGET	FE+3	FE+3	O		P		
5.1.001	3668	CONTRACT FILES	AC+4	AC+4	O		P	X	INCLUDES RFP DOCUMENTATION, VENDOR PAYMENT RECORDS, CONTRACTOR CORRESPONDENCE, CONTRACTOR PERFORMANCE RECORDS. AC=AFTER TERMINATION OF CONTRACT AND ALL AUDITS HAVE BEEN COMPLETED.

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X